

State of Alaska Division of Motor Vehicles Standard Operating Procedures	SOP No. T-300	Page No. 1 of 2
	Effective October 21, 2005	
Subject:	Supersedes T-300	Dated 08/31/03
MOBILE HOMES	Approved	
Statute: AS 28.10.201(b)(2) Regulation: 13 AAC 40.010(a)(27)	Form No. 812, 838	

GENERAL INFORMATION

A mobile home is a trailer in excess of either 28 feet in length or 8 feet in width that is designed, constructed, and equipped for use as a dwelling or as a place of business, storage, or other off-highway purpose. [13 AAC 40.010(a)(27)]

Do not issue plates to a mobile home. Use function 2 (Title Only) when issuing a title to a mobile home. Even though you are issuing a "Title Only", you must still print a registration as a receipt for fees for the customer.

Alaska statutes exempt mobile homes from registration. Titling a mobile home is **optional**, not mandated by law. **The mobile home must be located in Alaska.**

A mobile home fixed to a permanent foundation becomes "real property" and ceases to be a "vehicle" because it no longer meets the definition of a "mobile home" and may not be titled. If a titled mobile home is placed on a permanent foundation, the owner should forward the certificate of title to the Division of Motor Vehicles. A notation should be made on the face of the title indicating this change has occurred.

TITLE REQUIREMENTS

1. A Manufacturer's Certificate of Origin for a new mobile home.
2. A title, properly released by the previous owner and/or lienholder, if the mobile home was previously titled. (See the note below)
3. A lien release, if a lien is shown on the surrendered title but has not been signed off.
4. An Application for Title and Registration (Form 812) completed in full and signed in ink.

NOTE: From July 1, 1993 to August 5, 1994 the Division of Motor Vehicles did not issue titles for mobile homes. Bills of sale will be accepted as a part of an application for title for a mobile home purchased during that time period **provided the previous owner had an Alaska title issued prior to July 1, 1993**. If there is no record of a title being issued for the mobile home, or if the bill of sale is dated prior to July 1, 1993 or after August 6, 1994, we will not accept the bill of sale as a form of transfer of ownership for titling purposes.

A surety bond may be posted when there is inadequate evidence of ownership as defined above. (T-160)

TWO-UNIT MOBILE HOMES

Some mobile homes are constructed in two separate units and connected when placed at a permanent location. In this instance both MCO's or titles are surrendered as supporting documents, but only one Alaska title is issued.

The vehicle identification numbers (VIN) for two-unit mobile homes are generally identified by an "L" for the left unit and an "R" for the right unit or by an "A" or a "B" found in the center of the VIN. These identifiers may be at any position in the VIN but most generally are located at the beginning, end or middle. See the following examples:

235798**L** and 235798**R**

A2357984 and **B**2357984

235**A**984 and 235**B**984

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When titling a two-unit mobile home, only one VIN is used. The second VIN is entered as a "secondary identification number" on the application and in the record.

Class Code.....36	Original Title and Title Transfer (Add or delete owner)	\$100
Body StyleHS	Duplicate Title.....	\$100
Model:.....TL* or REC**	Lien Recording Fee.....	\$15

*Not available for all Makes, use only when available. (T-270)

**Not applicable unless it is a reconstructed mobile home.

ABANDONED MOBILE HOME [AS 09.35.140]

The Landlord Tenant Law [AS 34.03.260] allows a property owner to sell abandoned personal property to recover costs. A title must be issued in the buyer's name before the mobile home can be resold.

The property owner must:

1. Provide a notice of demand of payment and notification of public sale, by registered mail, to the registered owner shown in DMV records.
2. When there is a lienholder shown in DMV records, provide a notice of demand of payment and notification of public sale, by registered mail.
3. Post notice of the sale in three public places within the recording district of the sale, one being the post office nearest the sale location. This notice must be posted at least ten (10) days prior to the public sale.
4. Complete an Affidavit of Abandonment and/or Sale of a Mobile Home (Form 838).

The buyer of the mobile home must provide:

1. The Affidavit of Abandonment and/or Sale of a Mobile Home (Form 838) completed by the property owner.
2. A copy of the notice of public sale.
3. A bill of sale from the property owner.
4. A copy of the notice of demand of payment.
5. An Application for Title and Registration (Form 812) completed in full and signed in ink.
6. Current fees.

Cross Reference:

T-160 No Proof or Inadequate Proof Ownership
T-270 Reconstructed Vehicles